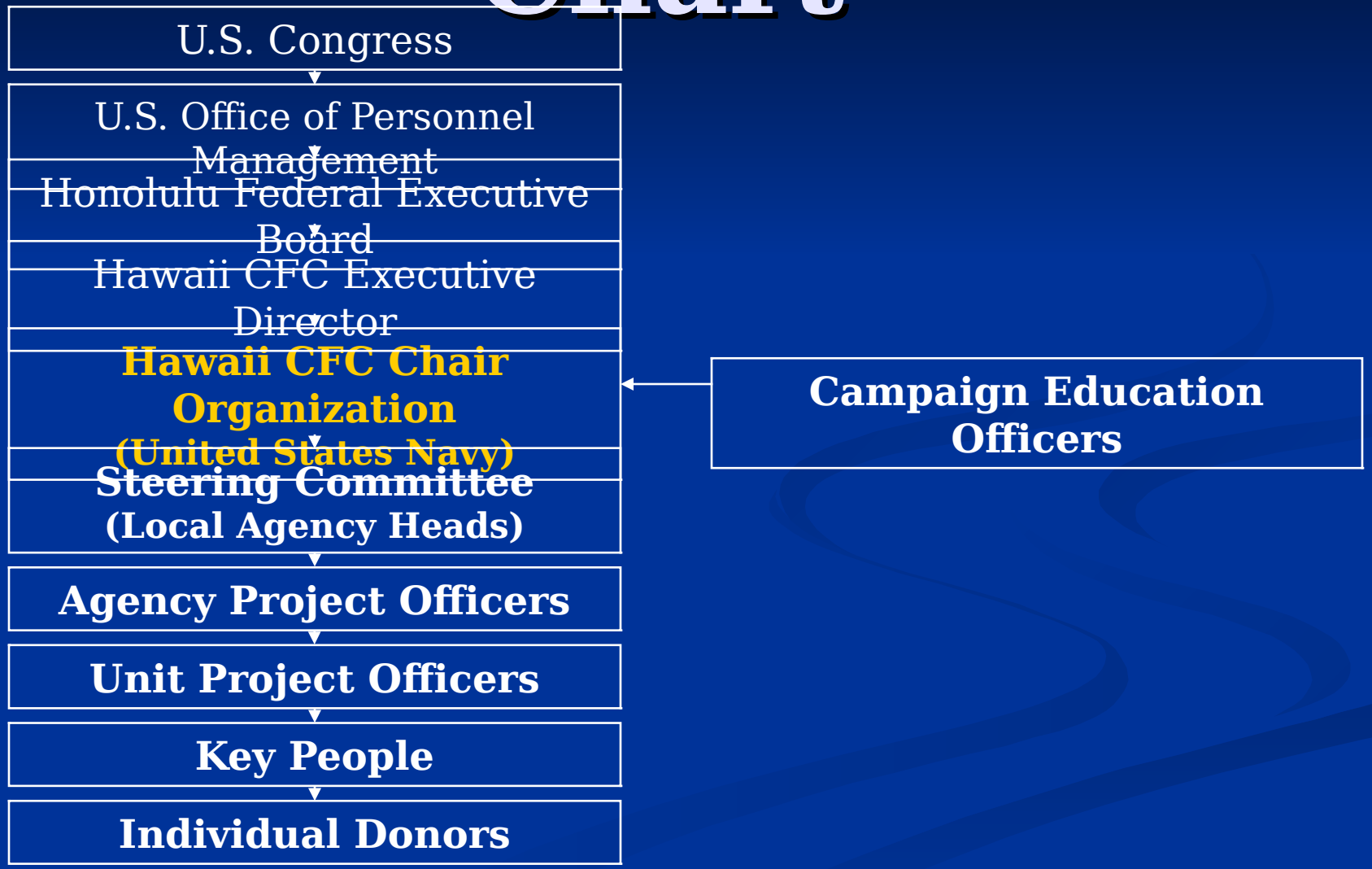
2004 Donor Brief

General Information

- CFC history
  - Established in 1961 by John F. Kennedy
  - Campaign occurs once a year
    - September 1 – December 15
    - 2004 Hawaii CFC
      - September 7 – October 19
  - About 400 Combined Federal Campaigns
  - Hawaii-Pacific Area CFC is 4th in size
  - Over 240 million dollars raised nationally

Organizational Chart



Local Information

- **History of Giving in Hawaii**
  - **Number of federal employees**
  - **Average gift has increased**
  - **Use of payroll deduction is the preferred method of giving**

GIVING HISTORY	1999	2000	2001	2002	2003
# of Employees	67,992	69,125	70,517	70,004	72,778
Campaign Total	$4,654,352	$4,825,641	$5,305,279	$5,425,480	$5,597,193
% Donating	66%	56%	56%	55%	53%
Average Gift	$102.97	$125.18	$134.83	$141.63	$146.02
% Using Payroll	76%	72%	73%	72%	71%
% Dollars = Payroll	91%	91%	93%	92%	92%

CFC Regulations

- **“The CFC is the only authorized solicitation of federal employees in the federal workplace on behalf of charitable organizations.”**
- **“The agency head of each federal agency will initiate campaigns within their offices or installations and provide support for the campaign…”**
- **“Employees solicitations shall be conducted during duty hours…”**

Potential

- **Individual Potential**
  - **One hours pay per month x 12 months (.0058) (base pay)**
  - **Individual potentials are located in the brochure and pledge card (suggested giving guide)**
- **Recognition**
  - **Agencies, departments, units, and individuals are recognized based on potential**

Payroll Deduction

- Advantages
  - Easier for you to give
  - Allows you to make a bigger difference
  - Does not start until January and continues through December
    - (1 Year and automatically stops)

Pledge Card

7500

☐ Super Eagle Giver
☐ Eagle Giver

2004 Hawaii-Pacific Area
Combined Federal Campaign
P.O. Box 1096 Honolulu, Hawaii 96808

OPM CFC Control number 0225
ATTENTION PAYROLL OFFICES:
This number identifies the local CFC
DO NOT enter into Federal payroll systems

NAME (LAST)	(FIRST)	(INITIAL)	PAYROLL OFFICE (8 digit - completed by keyperson)
1 Houston	Witney	J	

MILITARY UNIT/FEDERAL DEPT./AGENCY	DUTY PHONE	PAY GRADE (Optional)	SOCIAL SECURITY NUMBER
USA Fort Shafter Co. A		E5	

Please indicate the amount of your gift by filling in the blank box or checking one of the other boxes below to show the amount of your deduction per pay period or your cash gift.

✓BOX	MILITARY	TOTAL
	$ _____ X 12 MONTHS =	$
	$35.00 X 12 MONTHS =	$420.00
	$25.00 X 12 MONTHS =	$300.00
	$15.00 X 12 MONTHS =	$180.00
	CASH OR CHECK	$

PRINT NEATLY
KEYPERSON ENVELOPE NUMBER
3001
MAKE CHECK PAYABLE TO:
COMBINED FEDERAL CAMPAIGN

✓BOX	CIVILIAN	TOTAL
	$ _____ X 26 PAY PERIODS =	$
	$16.00 X 26 PAY PERIODS =	$416.00
	$12.00 X 26 PAY PERIODS =	$312.00
	$ 7.00 X 26 PAY PERIODS =	$182.00
	CASH OR CHECK	$

DESIGNATED GIFTS: To designate one or more charities or federated group that appear on the list provided, fill in the charity or federation identification number(s) and dollar amounts(s) here.

USE CODES FROM 2004 BROCHURE ONLY

FOUR DIGIT AGENCY CODE	ANNUAL AMOUNT TO AGENCY
	$
	$
	$
	$
	$

CHECK ALL THAT APPLY

☐ DO NOT release any information
☐ Release my name only to the charities I designated
☐ Release my name and contact information to the charities I designated
(Provide your home mailing address and/or e-mail address)

NOTE: If all three boxes are checked, no information will be sent

CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made in the organizations via this pledge card.

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2005 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2005 starting with the first pay period in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

Signature _____ Date _____

OPM Form 1654 June 2004

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MILITARY UNIT/FEDERAL DEPT./AGENCY	DUTY PHONE	PAY GRADE (Optional)	SOCIAL SECURITY NUMBER
USA Fort Shafter Co. A	546-2213	E5	555-12-1212

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Signature ***Witney Houston*** Date **10/9/04**

OPM ...04

...raining guide page 22

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1001	$ 60.00
1002	$ 60.00
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Signature ***Witney Houston*** Date **10/9/04**

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Signature *Witney Houston* Date 10/9/04

OPM Form 1654 June 2004

Pledge Card

- Keyperson will fill in your name and unit or department
- Pledge card checklist
  - Civilian vs. military
  - Designated charities (annual amount)
  - SSN and signature for payroll deduction
  - All checks payable to CFC
  - Figures computed correctly
    - 100/12 = 8.33 – 8.33 x 12 = 99.96
    - System will reject it
  - Pledge card completely filled out and legible
  - Turn copy 1 into payroll office if payroll deduction

Donor Brochure

- **Brochure sections**
  - **Index**
  - **CFC Information**
  - **Local**
  - **National**
  - **International**
  - **Frequently asked questions**
  - **Suggested giving guide**

Donor Brochure

- Things to be aware of
  - Charity Code
  - Charity Name
  - Website address
  - Phone number
  - 25 word description
  - EIN # (employer identification number)
  - Charities overhead %(*)
    - * Denotes that overhead is over 25%

Campaign Impact

- **Who uses these charities?**
  - **Think of some of the charities you and your family use or have used**

Frequently Asked Questions

- How did the charities get in there?
  - Criteria in the federal register (regulations)
    - IRS determination of non-profit status (501C3)
    - Independent audit (Revenues more than 100k)
    - Administrative cost less than 25%*
    - Local charities must be local
    - Not over 80% government funded
  - All applications are screened by federal employees
    - OPM - Office of Personnel Management
      - National and International charities
    - FEB – Federal Executive Board
      - Local charities

Frequently Asked Questions

- **Why designate?**
  - **Support charities of your choice**
  - **Undesignated goes to all charities that receive designations**
  - **There are charities that you may not support in the brochure**
  - **Make sure you designate your donation!**

Frequently Asked Questions

- **Did my money go to the charity I designated?**
  - **Annual audit**
  - **Data entries are verified**
  - **Database will not accept invalid codes**
  - **We will release your name to the charity provided you fill out the name release authorization box**

Frequently Asked Questions

- **Why give through CFC?**
  - **Agencies can plan better (notified of amount)**
  - **Keeps fundraising cost down**
  - **Payroll deduction (four to five times greater than cash)**
  - **Payroll deduction does not start until January**
  - **Over a thousand charities to choose from**
  - **We all use these charities and will need them in the future**

Thank You

- **Have an awesome campaign!**

HAWAII-PACIFIC AREA

CFC

SERVICE TO OTHERS